



## Program Coordinator: Bank On Fellow

The Pierce County Asset Building & Bank On Coalition is a locally-led partnerships between local public officials; financial institutions; and community organizations that work together to help improve the financial stability of unbanked and underbanked individuals and families in their communities. The Coalition seeks to create more equitable access to banking services and to dismantle structural and institutional racism. In addition to connecting people to safe and affordable accounts, The Pierce County Asset Building and Bank On Coalition also works to raise public awareness, target outreach to the unbanked, and expand access to financial education. Please refer to [www.cfefund.org/bankon](http://www.cfefund.org/bankon) for more information about the national Bank On movement.

### COMPENSATION PACKAGE

Starting salary range: \$45,000-47,000/year, dependent on qualifications. Benefits include comprehensive health care package, vacation/sick days (PTO), 10 paid holidays, and optional matching 403(b).



### BANK ON FELLOWSHIP POSTION

The Program Coordinator: Bank On Fellow will lead the local Pierce County Asset Building & Bank On Coalition to make significant advancement in local banking access efforts. Responsible for realizing the vision of Coalition, overseeing day-to-day operations, and increasing the number of Bank On Certified accounts in Pierce County. An employee of Sound Outreach, the Bank On Fellow is also part of a national initiative focused on building a multi-city cohort of successful Bank On program coordinators, equipping them with the training, tools, and resources to make significant advancements in local banking access efforts and at the same time generating best practices for other coalitions around the country.

### KEY JOB RESPONSIBILITIES INCLUDE THE FOLLOWING:

- LEAD PIERCE COUNTY ASSET BUILDING AND BANK ON COALITION: Recruit members, organize events, plan meetings, facilitate discussions, and more.
- COALITION MANAGEMENT: Cultivate new and existing relationships with local, regional, and national partners including city, county, and state officials; banks and credit unions; community organizations; researchers and advocates; and banking regulators.
- BANK ON NATIONAL ACCOUNT STANDARDS: Work with financial institutions who do not yet offer nationally certified products that meet the [Bank On National Account Standards](#) to achieve certification
- PARTNERSHIP INTEGRATION: Identify and cultivate opportunities to incorporate banking access into existing program infrastructure. Work with program partners to implement successful integrations. Lead meetings with senior staff within municipal agencies, financial institutions, and community-based organizations to develop and advance local coalition initiatives.

- PROGRAM ADMINISTRATION: Design Bank On Coalition strategy, manage Bank On program budget.
- DATA: Track, analyze and report data about Bank On activities
- CONTENT EXPERTISE: Serve as a resource to the community around banking and financial empowerment issues.
- SUSTAINABILITY AND FUNDRAISING: Identify and cultivate relationships with local funders and public funding source entities to seek ongoing public and private support to ensure program remains financially sustainable. Identify and leverage opportunities for in-kind and pro bono support for the program.
- MARKETING/MEDIA: Create an appropriate marketing and outreach strategy to reach unbanked residents. Incorporate public service messages to encourage opening of safe and affordable accounts.
- TRAINING: Work with relevant partners to ensure awareness about and accessibility to certified banking products. Lead forums and manage external relationships to communicate the value and mission of program.
- LEARNING COMMUNITY: Actively participate in the Bank on Fellows learning community opportunities. Assist in reporting to the Cities for Financial Empowerment Fund on Fellowship activities and program progress.
- COMPLEMENT BANKING ACCESS GOALS: Train program partners who will engage clients around financial education and banking access issues.
- TRAVEL AND VIRTUAL CONVENING (depending upon public health guidelines): As applicable, some national and local travel.

## EDUCATION

- Bachelor's degree in business, social science, public administration, or finance preferred. Candidates without a four-year degree can substitute four additional years of relevant professional experience.

## EXPERIENCE

- Minimum of two years' experience independently running a program or project required.
- Deep relationships/network with community, including financial institutions, community-based organizations and local government strongly preferred.
- Familiarity with financial empowerment issues including banking, mainstream financial products, and Community Reinvestment Act preferred
- Familiarity with challenges facing unbanked/underbanked individuals preferred.
- Strong background in community organizing, coalition management, or multi-sector collaboration required.
- Experience with public speaking and communications experience required.
- Experience in grant writing/budget management preferred.

## SKILLS

- Advanced interpersonal and communication skills with the ability to work closely with a wide range of constituents, including comfort leading meetings with senior-level staff within municipal agencies, financial institutions, government partners, funders, and community-based organizations required.
- Excellent written and presentation skills required.
- Compassion and understanding of the social issues/structures surrounding the complexities of being unbanked.
- Must be comfortable taking initiative to solve problems and reach solutions.



## WHO WE ARE

### OUR TEAM

Our ability to deliver outstanding results for our clients start with our team of smart, capable, financial counselors, employment coaches, and program managers.

As unique as we are as individuals, we share a mutual passion for Pierce and South King Counties and doing excellent work for our clients and community partners.

### OUR MISSION

To empower Pierce County residents to achieve their financial dreams through an integrated model of coaching and counseling to secure personal financial security.

### OUR VISION

All Pierce County residents possess the ability and confidence to build financial security, grow generational wealth, and create prosperity.

### OUR VALUES

Economic Justice – Trust – Innovation – Collaboration

***TO APPLY:** This role will remain open until filled. Candidate's materials are reviewed on an ongoing basis. Priority deadline: May 19,2021. To be considered please Send to: **cover letter** and **resume** to [info@soundoutreach.org](mailto:info@soundoutreach.org).*

*Should you have a disability that requires assistance and or reasonable association with the job application process please contact 253-593-2111.*

*Sound Outreach is an equal opportunity employer, and we strive to reflect the wide-ranging diversity of the Pierce County community we serve. We recognize, respect and work to foster a culture of diversity and celebrate us.*

*employees' multiple identities, including age, color, race and ethnicity, gender identity or expression, language, physical ability, religion, sexual orientation, socio-economic status, and veteran status. We strongly encourage those who share these values, particularly candidates of color and those from other underrepresented groups, to apply.*